

### Meeting Details

<b>Meeting Description:</b>	Shipperless and Unregistered Sites Working Group
<b>Meeting Date:</b>	4 <sup>th</sup> March 2010
<b>Attendees:</b>	<p>Dominic Rapsey (DM) BUS; David Watson (DW) BUS; Adrian Myatt (AM) BUS; Carol Lincoln (CL) Eon; Matt Stammers (MS) Eon; Danielle King (DK) Eon; Sarah Westrup (SW) GTC; Anne Jackson (AJa) SOP; Joel Martin (JM) SGN; Phil Lucas (PL) NG Mark Woodward (MW) xoserve; Mark E. Smith (MES) xoserve; Matt Taylor (MT) xoserve; Alison Jennings (AJe) xoserve;</p> <p><b>Via Teleconference:</b> Bali Dohel (BD) SGN; GEE Uppal (GU) Eon; Chris Davies (CD) Total; Naomi Anderson (NA) EDF;</p>
<b>Apologies:</b>	Andrew Wallace (AW) Ofgem;

### Completed actions from previous meetings

Ref.	Description	Action	Status
73	HF to provide to the attending shippers, the names of those within their organisations receive the "Set to DE" Reports. <b>Update 08/01/10: These will be issued to individual shippers by 22/01/10</b>	HF - xoserve	Complete
74	xoserve to issue the second draft of the Terms of Reference and the comments received so far. <b>Update 18/01/10: Second draft and comments issued to group.</b>	xoserve	Complete
75	All to review the Terms of Reference and provide feedback by 22/01/10.	All	Complete
77	xoserve to publish non-shipper specific reports to workgroup members	xoserve	Complete
78	xoserve to review the messages that accompany the reports, to remove any confusion and make the requirements explicit <b>Update 04/03/10: MW stated that the file names for the reports will mirror the actual names of the reports when they are dispatched.</b>	xoserve	Complete
80	xoserve to issue questions and comments relating to the straw man for review by the group. <b>Update 04/03/10: Comments issued to group</b>	xoserve	Complete
82	AJa – SSE to gather information relating to the creation of MPANs for comparison to the creation of MPRNs. <b>Update 04/03/10: AJa reported that investigation into the equivalent processes in the Electricity Market showed that similar problems exist. No "lessons learned" or best practice could be gleaned.</b>	AJ -SSE	Complete
83	MW to issue a more detailed list of root causes to the group. <b>Update 04/03/10: MW provided some background to the existing list of Root Causes.</b>	xoserve	Complete

**Outstanding actions from previous meetings**

Ref.	Description	Action	Status
63	xoserve to investigate the feasibility of producing an anonymised report showing numbers of unregistered sites by shipper activity. Update 07/01/10: This is feasible however, even with the level of anonymity that can be provided; it would be apparent in some circumstances, which set of data belonged to certain shippers. A discussion will be held outside of the meeting with affected shippers. <b>Update 04/03/10: Discussion is ongoing with the shipper which is significantly affected by the issue described above.</b>	xoserve	Ongoing
64	xoserve to investigate the feasibility of producing a report to monitor the number of MNo creation rejections which are resubmitted by UIPs. Update 07/01/10: Still reviewing the data. <b>Update 04/03/10: Data is available and a report is now being formulated.</b>	xoserve	Ongoing
66	All shippers to provide examples of MPRNs which have been provided to them by UIPs which have not been provided to xoserve. Update 07/01/10: No examples have yet been provided. <b>Update 04/03/10: MS said that Eon has several examples and will provide them without delay.</b>	All Shippers	Ongoing
72	Bali Dohel agreed to investigate whether the provision of supplier information by MAMs can be raised as an agenda item in a meeting relevant to the process. Update 07/01/10: A discussion took place to decide whether MAMCOP was an appropriate forum. It was agreed that MAMCOP should be requested to amend agreements to allow MAMs to release the required information to xoserve. All shippers to confirm to xoserve that they have instructed their MAMsto release relevant information to xoserve. <b>Update 04/03/10: Only a few shippers have informed xoserve that they have instructed their MAMs to release the required information on request.</b> <b>MW stated that when xoserve has received notification from shippers that they have informed their respective MAMs , xoserve is not being told which MAMs have been instructed.</b> <b>AJa stated that she had misinterpreted the action and will now take the appropriate action.</b> <b>DW suggested that a change via SPAA and said that he would investigate and report back to the group.</b>	BD – SGN  All Shippers	Closed  Ongoing
76	All shippers to ascertain their legal obligations pertaining to sites which they have “isolated and withdrawn” on UK-link but for which the meter was never physically isolated, and their contract to supply has subsequently expired. <b>Update 04/03/10: MW referred to the shipper responses (Page15 of Appendix 1)</b>	All Shippers	Ongoing
79	Shippers to review their response to Shipper Specific Reports and report back to the group. <b>Update 04/03/10: Only 3 shippers responded.</b>	All Shippers	Ongoing
81	All to review straw man and collated questions and comments, and provide responses to xoserve by 12 <sup>th</sup> February. These will be collated and issued to the group for further review ahead of the next meeting. <b>Update 04/03/10: It was agreed in the meeting that the strawman would be discussed at the next meeting. All parties to come to the next meeting prepared for full discussion.</b>	All	Ongoing
84	All review the root cause list and provide further issues which may be added to it.	All	Ongoing

**Actions from meeting held on 04/03/10**

<b>Ref.</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>
85	Xoserve to group root causes to facilitate structured discussions at subsequent meetings. Groupings and the meeting dates on which those groupings will be discussed to be issued by xoserve.	xoserve	

**Minutes**

**1. Introductions**

Introductions were carried out.

**2. Actions from Previous Meetings**

MW ran through all previous actions.  
See Updates Above.

**3. Industry Statistics**

MW presented the latest industry Shipperless and Unregistered Sites statistics (See Appendix 1).

**5. Addressing Root Causes**

MW presented a list of potential root causes of Shipperless and Unregistered Sites. (See Appendix 1). He emphasized that this list was not exhaustive and invited the group to review it and add to it.

The group began to work through the list and it was agreed that attendees would prepare to discuss a selection from the list, in detail, at the next Workgroup meeting.

**Action 85 - Xoserve to group root causes to facilitate structured discussions at subsequent meetings. Groupings and the meeting dates on which those groupings will be discussed to be issued by xoserve.**

**6. AOB** – None

**Next Meeting: 10.30–13.30, 5<sup>th</sup> May 2010. Conference Room 5, 31 Homer Road Solihull**